



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: RFP NO. INDONESIA 07-013

ISSUANCE DATE: April 20, 2007

CLOSING DATE: May 21, 2007 at 3:00 PM Jakarta time

**SUBJECT: Solicitation for Personal Service Contractor (PSC) for
MCC Monitoring Evaluation and Outreach in Indonesia**

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications **Optional Form 612** from qualified U.S. Citizens, U.S. Resident Aliens and Third Country Nationals to provide services as a MCC Monitoring Evaluation and Outreach under a Personal Services Contract, as described in the attached solicitation. This is a **Resident Hire** position and as such no offshore benefits and allowances will be provided (i.e. housing, post differential, education allowance, etc).

Submittals shall be in accordance with the attached information at the place and time specified.

Send one set of U.S. Government OF 612 including resumes, CV and other document as stated in Section XI. How To Apply. Incomplete or unsigned applications shall not be considered. These signed forms must be mailed and delivered to:

Office of Procurement
US Agency for International Development
American Embassy Jakarta
Jalan Medan Merdeka Selatan 3-5
Jakarta 10110, Indonesia
Marked with: RFP No. Indonesia 07-013

Applicants should retain for their records copies of all enclosures which accompany their applications. Any questions regarding this solicitation must be directed to Mr. Dale Gredler who may be reached at rfp07_013@usaid.gov.

Sincerely,

Dale J. Gredler
Contracting Officer

Solicitation for Personal Service Contract (PSC) MCC Monitoring Evaluation and Outreach.

1. **SOLICITATION NO.:** Indonesia 07-013
2. **ISSUANCE DATE:** April 20, 2007
3. **CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** May 21, 2007 3:00 p.m. Jakarta time
4. **POSITION TITLE:** MCC Monitoring Evaluation and Outreach. This is a Resident Hire Personal Services Contract (PSC) position
5. **MARKET VALUE:** GS-13 (\$66,951 – \$87,039). The salary will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. The standard compensation package also includes contribution to life and health insurance and FICA (for U.S. Citizens).
6. **PERIOD OF PERFORMANCE:** One year with option to extend. Extensions will depend on the need for continuation of such services, availability of funds and satisfactory performance.
7. **PLACE OF PERFORMANCE:** USAID/Indonesia, Jakarta, Indonesia.
8. **SUPERVISORY CONTROL:** Position will report to the Director of the MCC Office. Contractor is expected to act independently with little direct supervision.
9. **POSITION COORDINATION:** The MCC Monitoring Evaluation and Outreach Advisor will work closely with the USAID Development Outreach and Communication (DOC) Officer, U.S. Embassy Jakarta's Public Affairs Section (PAS), USAID Mission and partners to monitor, evaluate and achieve maximum exposure and understanding of USAID's MCC Threshold Program assistance efforts and initiatives in Indonesia as defined by the Chief of Mission and USAID Mission Director and the Director of the MCC Office.
10. **SECURITY:** Security clearance and background check will be required.
11. **PHYSICAL DEMANDS:** The selected candidate must be able to obtain medical clearance from the U.S. Department of State.
12. **POINT OF CONTACT:** See Cover Letter.

I. USAID INDONESIA'S MCC THRESHOLD COUNTRY PROGRAM

a. Background

The Millennium Challenge Corporation (MCC) was established on January 23, 2004 as a government corporation designed to support innovative strategies and to ensure accountability for measurable results in providing and delivering development assistance (see www.mcc.gov for additional details). Through the MCC's Millennium Challenge Account (MCA), development assistance is provided to those countries that achieve certain relative rankings in key indicators across the three broad categories of Ruling Justly, Investing in People, and Economic Freedom.

The MCC Threshold Program is designed to assist countries that are on the "threshold," meaning they have not yet qualified for MCC Compact funding, but have demonstrated a significant commitment to improving their performance on the eligibility criteria for MCC Compact funding. Threshold Program assistance is used to help selected countries address the specific policy weaknesses indicated by their scores on the MCC policy indicators. The Board of Directors selects countries as eligible for Threshold Program assistance based on their demonstrated commitment to meet the eligibility criteria for MCC Compact funding, including improvement of their scores on sixteen policy indicators (including immunization coverage), based on public information, in three general categories: Ruling Justly, Investing in People, and encouraging Economic Freedom.

MCC's Board of Directors determined that **Indonesia** has shown a significant commitment to improving its performance on the eligibility requirements for Compact assistance, and as a result, in November 2005 Indonesia was selected to participate in the MCC's Threshold Program.

On November 17, 2006, the Strategic Objective Agreement between USAID and the Government of Indonesia was formally signed. The U.S. Agency for International Development (USAID) is the primary agency overseeing the implementation of the Threshold Program.

b. Strategy and Objectives

USAID/Indonesia established a stand-alone Management Unit to oversee implementation of the MCC Threshold Plan. The Threshold Program office's mandate is to implement Indonesia's two-year, \$55 million Millennium Challenge Corporation (MCC) Threshold Country Plan. The Plan focuses on Anti-Corruption (\$35 million) and Immunization (\$20 million) activities--two of the MCC indicator areas where Indonesia currently falls short for full Compact qualification.

The Threshold Program is designed to help Indonesia address two key indicators where it currently falls short of qualifying for Compact status:

1. Immunization: Specifically, the average of DPT3 and measles immunization rates for the most recent year available. Source: The World Health Organization (WHO).
2. Control of Corruption: An index of surveys rating countries on: the frequency of “additional payments to get things done,” the effects of corruption on the business environment, “grand corruption” in the political arena and the tendency of elites to engage in “state capture.” Source: World Bank Institute. Related to this are indicators associated with the “Rule of Law”

c. Projects

USAID’s Indonesia program is among the Agency’s largest and most complex worldwide. The Threshold Program office is one of five broad technical management units at USAID Indonesia. The Threshold Program office’s portfolio comprises two primary initiatives, one focused on Immunization and the other on Control of Corruption with sub-activities under both initiatives. Both activities operate within the framework of the MCC indicators, meaning that the activities should directly contribute to Indonesia’s improvement in the identified indicator and sub-indicator areas, thereby enhancing Indonesia’s ability to qualify for MCC Compact Status in the future.

II. STATEMENT OF WORK

The local hire, Monitoring, Evaluation and Outreach Specialist, a Personal Services Contractor (PSC), reports directly to the Director of the Threshold Program office. He/she will serve as the office’s principal monitoring, evaluation and, in close coordination with the USAID Indonesia’ Development Outreach and Communications (DOC) Officer, the Program Office, the U.S. Embassy Public Affairs Officer (PAO) and Press Officer (PO), as outreach liaison, working with all strategic objective teams and implementing partners to develop and implement the office’s overall communications strategy for both external and internal stakeholders. The Specialist collaborates closely with the DOC, PAO, and PO to ensure that USAID and Embassy personnel are always aware of USAID’s MCC-related public activities and projects.

In addition, the Specialist is responsible for liaising with the relevant MCC activity manager at USAID/Indonesia to (a) monitor progress towards achievement of project goals and MCC indicator targets; (b) produce internal evaluations for the office Director; and (c) produce and disseminate for external audiences key findings and analysis derived from monitoring and evaluation activities.

The Specialist will work closely with the technical teams and USAID implementing partners to support USAID/Indonesia in the achievement of its MCC-related objectives by producing and disseminating public information about the Mission’s activities for

Indonesian and American consumption to educate and promote a better understanding of USAID's MCC-related programs and Indonesia's progress vis-à-vis MCC indicators.

The Specialist supports USAID/Indonesia in the achievement of its MCC-related objectives by producing and disseminating public information about the Mission's MCC-related activities for Indonesia and American consumption to educate and promote a better understanding of (a) USAID MCC-related programs and (b) Indonesia's progress on MCC-related indicators, particularly but not limited to immunization and anti-corruption. The Specialist is responsible for collecting, investigating, managing, and distributing information associated with the USAID foreign assistance program in Indonesia.

USAID/Indonesia manages the U.S. government development program in Indonesia with a budget of approximately \$750 million over five years. In addition, in July 2005, the Mission received an additional \$400 million for tsunami reconstruction. The Mission portfolio includes a broad range of economic growth, democracy, education, environment and health activities that require communications and outreach support. For more information on USAID/Indonesia visit our website at [<http://indonesia.usaid.gov>]. Also see www.mcc.com for MCC specific information.

DUTIES AND RESPONSIBILITIES:

1. Work closely with the USAID Development Outreach and Communications (DOC) Officer, U.S. Embassy Jakarta's Public Affairs Section (PAS), USAID Mission and partners to monitor, evaluate and achieve maximum exposure and understanding of USAID's MCC Threshold Program assistance efforts and initiatives in Indonesia, as defined by the Chief of Mission and USAID Mission Director.
2. Develop and implement the Threshold Program office's monitoring, evaluation and communications and outreach strategy to increase understanding of, and support for, Threshold Program activities to external target audiences. Manage all reporting, analysis, outreach and communications-related contacts
3. Maintain informational materials on MCC activities and coordinate with Public Affairs Section and USAID DOC to ensure target audience awareness of MCC Threshold Program. Media materials may include outreach folders and fact sheets, newsletters, brochure, website content, photo essays, etc.
4. Work with CTOs and other related Threshold Program office staff to monitor, analyze, evaluate and report on benchmarks, indicators, progress, challenges and related aspects of Threshold Program activities. Audiences include USAID Indonesia, US Embassy Indonesia, USAID/Washington, MCC, State Department, and others.
5. Work in close collaboration with USAID's DOC to assist Threshold Program office staff and implementing partners in developing appropriately branded public information and events, and organize branding workshops to explain and ensure proper implementation of branding guidelines which are specific to USAID-implemented MCC Threshold Programs.

6. Travel to the field to get to know projects and capture success stories for dissemination through the website, outreach documentation and to the media.
7. Maintenance of content for relevant MCC Threshold Program section of USAID/Indonesia's internal and external websites.
8. Assist in the preparation of schedules, briefing materials, scene setters, and briefings with partners, constituents, and other donors for site visits by official visitors from the U.S. Embassy, USAID/Washington, and other agencies. Coordinate VIP site visits as necessary.
9. Respond to inquiries from the DOC, PAS and others about USAID MCC Threshold Program activities, practices, and any other general information requests.
10. Perform other duties as assigned or required.

III. REQUIRED SKILLS AND QUALIFICATIONS

The Specialist must have prior educational and work experience in development project monitoring, evaluation and outreach/public relations. An advanced degree is required, with specialization in development, communications, or relevant social science preferred. The candidate must have sound judgment, excellent writing and communication skills, and at least a broad understanding of U.S. foreign policy interests. The successful candidate must be able to accomplish a wide range of assignments on short notice, and function effectively as a team member. The successful candidate must be able to read, write and communicate at the level of a native English speaker. The ability to operate in Bahasa Indonesia will be highly valued.

In order to be considered for the position, a candidate must be a U.S. Citizen, U.S. Resident Alien or Third Country National, and must submit an application in accordance with the guidance below in Section XI, "How to Apply." Candidates will be appraised according to selection criteria below. References are requested, and an interview may be required.

IV. SELECTION CRITERIA

1. Prior Work Experience (40 points):

- A minimum of two years of experience with international development projects, including experience with monitoring, evaluation and reporting activities of both an oral and written nature.
- Two or more years of relevant overseas professional experience is desirable, with experience in the ASEAN region preferred;
- Experience with USAID or similar donor organization is desirable;

2. Educational Experience (20 points)

- An advanced degree is required. Specialization in development, communications or relevant social science is preferred.

3. Knowledge (15 points):

- Knowledge of development projects and associated practices, procedures, and processes. Ability to quickly become familiar with MCC-specific issues and the USAID-MCC as well as MCC-Indonesia relationships.
- Familiarity with Indonesia's political, economic and social contexts is desirable.

4. Leadership/Interpersonal Skills (15 points):

- Candidates must possess sound and independent judgment, and conceptual skills that are essential to activity monitoring, evaluating, reporting and outreach;
- Ability to function as a team-player, and to maintain and build professional relationships with USAID, Host Government, NGO and Contractor personnel is essential.
- As a self-starter, must have the ability to work independently with minimal direct supervision.

5. Language Proficiency/Communication Skills (10 points):

- Must be fluent in English and have proven ability to communicate clearly and concisely, both orally and in writing;
- Proven ability to work with both foreign and American counterparts to gather information, analyze and evaluate information and compose clear reports and analyses;
- Ability to organize complex issues in a logical manner and communicate them precisely and clearly;
- Bahasa Indonesia language skills are desirable.

V. DURATION OF CONTRACT

One year with the option to renew for a year. The target date to fill this position is June 2007.

VI. COMPENSATION

The position is classified at the GS-13 level (salary range \$66,951 – \$87,039). The actual salary of the successful candidate will be negotiated with the range, depending on qualifications and prior salary history.

VII. MEDICAL AND SECURITY CLEARANCE

The selected applicant must be able to obtain a USG security clearance and a Department of State Class I or II medical clearance. The security clearance involves comprehensive investigation performed by the appropriate U.S. Government agency. Details on how to obtain U.S. Department of State Medical clearance will be provided once a job offer is made and accepted.

VII. TRAVEL WITHIN INDONESIA

The candidate must be willing and able to travel through Indonesia.

IX. ORGANIZATIONAL LOCATION OF POSITION

The Monitoring, Evaluation and Outreach Specialist will be located in the MCC Threshold Program office of USAID/Indonesia at the US Embassy in Jakarta, Indonesia.

X. BENEFITS

As a matter of policy, and as appropriate, a Resident Hire PSC is normally authorized the following benefits:

- a. Employee's FICA Contribution (for U.S. Citizens)
- b. Contribution toward Health & Life Insurance
- c. Pay Comparability Adjustment
- d. Annual Step Increase in Salary
- e. Eligibility for Worker's Compensation
- f. Annual & Sick Leave

Federal Taxes: PSCs that are US Citizens are required to pay Federal Income Taxes and contribute to FICA and Medicare. For Third Country Nationals Taxes shall be the responsibility of the PSC, per that country's tax requirements.

XI. HOW TO APPLY

Qualified individuals are requested to submit:

- a. U.S. Government Optional Form 612 (available at the USAID website, http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://fillform.gsa.gov>, or at Federal offices);

- b. Personal Information: Full name, mailing address (with Zip Code) day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
- c. Education: high school name, city and State (Zip code if known) date of diploma or GED, colleges and universities; name city and state (Zip code if known, majors, type and year of any degrees received.
- d. Work Experience: give the following information for your paid and non paid work experience related to the job for which your are applying (do not send job descriptions); job title (include series and grade if federal job), duties, and accomplishments, employers name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
- e. Other Qualifications: job-related training courses (title & year), job related skills; for example, other languages, computer software /hardware, tools, machinery, typing speed, job related certificates (current only), job-related honors, awards, and special accomplishments, for examples, publications, memberships in professional or honor societies, leadership, activities, public speaking, and performance awards (give dates but do not send documents unless requested).
- f. A relevant writing sample of not more than five pages;
- g. Names, current contact numbers, and addresses and e-mail addresses of five professional references;
- h. A written statement certifying the date and length of time for which the candidate is available for the position.

Please ensure coverage of the above in writing if not explicit in the resume, and attach to the cover letter and resume.

MAILING ADDRESS:

Applications must be received by the closing date and time at the address specified in the cover letter as follows:

Office of Procurement
US Agency for International Development
American Embassy Jakarta
Jalan Medan Merdeka Selatan 3-5
Jakarta 10110, Indonesia
RFP No. Indonesia 07-013
Closing Date: May 21, 2007
Attention: Dale J. Gredler, Contracting Officer

Clearly mark envelope containing application as follows:

SOLICITATION NO.: INDONESIA 07-013

Please note: Email or Fax applications will not be accepted.

XII. CLOSING DATE

Applications must be in the Office of Procurement, USAID/Indonesia, no later than **May 21, 2007 at 3:00 p.m. Jakarta time.**

XIII. APPLYING

Qualified Individuals should note that:

1. Applications must be received by the closing date and time at the address specified in the cover letter or they will not be considered eligible for evaluation or award. The closing time for receipt of application is 3:00PM Jakarta time on the date specified in the covering letter.
2. To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter, as well as using the address/delivery point specified in this solicitation.
3. The highest ranking applicants may be selected for an interview.

List of Required Forms for PSC's

1. Optional Form 612
- **2. Physical Examination (Form DS-1843 and DS-1622)
- **3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
- **4. Questionnaire for Non-Sensitive Positions (SF-85)
- **5. Finger Print Card (FD-258)

NOTE:

**The forms listed 2 through 5 shall be completed only upon conditional offer of employment by the Contracting Officer.